

~~CONFIDENTIAL~~OFFICE OF PERSONNEL - MONTHLY REPORTApril 1964I HIGHLIGHTS

Agency Brings On-Duty Strength In Line With Ceiling Despite a slight gain in military personnel in April, enough civilian employees departed during the month to bring the Agency's total on-duty strength down in line with the reduced personnel ceiling imposed last December. At the close of business 30 April, total strength was within 2 of total ceiling allotments. And this downward trend in on-duty strength will continue, of course, until the summer hiring season gets under way. It is interesting to note that on 30 April all components of the DCI's Office and DD/S were within ceiling. DD/S&T was well under ceiling although 3 of its components carried surpluses. A number of DD/P components were over strength but in most cases only slightly, the DD/P total excess being 72. DD/I's overage of 21 was attributable primarily to excess strength in OCR and ORR.

Budget Bureau Seeks To Hold The Line On Average Grades On 14 April the Bureau of the Budget sent a letter to the head of each Department and Agency expressing concern about the continuing rise in the average grade of Federal employees and questioning the adequacy of present grade controls. A report was requested by 20 May from each Agency outlining steps already taken, and those contemplated, to prevent average grades from creeping up, and particularly to hold the line on grades GS-13 and above. BOB also solicited views on proposals to: impose numerical limits on positions GS-13 and above; withhold funds to enforce grade stability; and stretch out time intervals between promotions.

Boom Continues In UBLIC Insurance Response to the new UBLIC insurance program continues to exceed all expectations. By 30 April, [redacted] policy changes and [redacted] new applications had been processed raising the total UBLIC insurance in force to almost \$78 million! An additional 150 applications just received are still in process.

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II OTHER ACTIVITIES1. RECRUITING

5 Recruiting Offices To Be Closed Last month's report disclosed plans to tighten the organization and staffing of the Personnel Recruitment Division. These plans are now sufficiently advanced that their impact on field office locations can be determined. Notice has therefore gone to Logistics that only [redacted] field recruiting offices will remain open during FY '65 against a present total of [redacted]. The [redacted] office will be shifted to [redacted] (about 1 July 1964), and offices at the following locations will be closed:

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25X1A6d

25X1A6d JOT/P Screening Center [REDACTED] The JOT/P Screening Center in [REDACTED] 25X1A6d [REDACTED] continues to be a very active point. Since 1 February when the Center opened, [REDACTED] has received 85 highly promising referrals from the recruiters 25X1A9a who cover the 11 Western states.

July 1964 JOT Class The July JOT class appears well assured of its full quota of 75 trainees including 2 "specials", one of whom is a physician from the Medical Staff. A rather sizeable number of "internal" candidates are now being screened for the class and at least 15-25 will probably be selected. Perhaps the most interesting comment that can be made about the new student group, however, is the prospect that it may contain the largest number of military JOT's in any single class since the Program began in 1951 -- this coming at the same time that military sponsorship is being sharply curtailed. The reason lies, of course, in commitments made during 1962 and 1963 when 20 newly hired JOT's went into service with the understanding that they would be returned to the Agency by mid-1964 to pursue their formal JOT training.

ORR Gets Temporary OK To Hire More Economists To forestall a prospective shortage of economists during the latter half of FY '65, ORR has obtained special authority to exceed its present personnel ceiling and bring on duty in July a larger number of economists than it will have vacancies for at that time. This temporary authority was granted in response to ORR's contention that new hires among economists must be geared very closely to the academic year if CIA is to get all the professionals it requires in this high-turnover category. The special authority allows ORR to go 15 over ceiling in July so that during the brief hiring season in early summer it can "stockpile" enough economists to carry it through the rest of the fiscal year. However, by 30 June 1965, ORR must be "down to ceiling", and it is hoped that by then the Recruitment Division will have demonstrated the capability to supply economists throughout the year as it does other types of professionals. In approving this special arrangement for FY '65 only, the Executive Director-Comptroller made it clear that ceiling allocations are intended to set maximum on-duty strength limits, not average yearly employment controls.

Visit Of CSC Official Mr. Robert F. Mello, Director of College Relations and Recruitment at the Civil Service Commission, and Chairman of the Interagency Advisory Group Committee on College Relations and Recruitment, paid a short visit to the Agency to meet with the Director and Deputy Director of Personnel and the Chief of PRD. This was Mr. Mello's first such visit, although he has followed very closely the developments in our recruitment program during the past few years and has spoken favorably about it on a number of occasions.

Clerical Recruiting The resumption of clerical recruiting for the "pool" (which was noted in last month's report) has brought a sharp increase in the number of clerical applicants in process. At month's end there were 470, including 229 stenographers and 176 typists. Clerical EOD's, however, are still quite limited and stenographers and typists are being assigned as rapidly as they complete full processing.

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## 2. PLACEMENT ACTIVITIES

"Underslotting" Problems Being Studied During April a machine run was made identifying all employees in the Agency assigned to T/O slots which are 4 or more grades higher than the grade of the incumbent. The listing showed 157 employees in this situation, located by directorate as follows:

DCI	- 3
DD/S	- 17
DD/P	- 40
DD/I	- 63
DD/S&T	- 34

This run is the first step toward refinement (and improvement) of present policies, and more particularly, practices, in the establishment of T/O's and in the proper slotting of individuals.

Requests For Biographic Profiles Reach New Peak Operating components requested a record number of Biographic Profiles during March to assist career panels and boards in connection with rotation, promotion, and other personnel management decisions. The Qualifications Analysis Branch supplied during the month 1,410 such profiles, 749 of which were newly prepared for this purpose.

## 3. BENEFITS AND SERVICES

New High In Credit Union Loans The Credit Union notched another all-time record in April when loans made during the month topped the \$1 million mark! The exact total was \$1,080,793.

Barbershop For Headquarters Building Plans for the Recreation Association to set up a barbershop in the headquarters building are nearing completion. Space adequate for a 5-chair shop has been located in the basement, and three barbershop managers in other Federal buildings have been invited to bid on our installation -- the bidder to assume responsibility for equipping, staffing, and managing the new shop, and also to share a percentage of gross receipts with the Recreation Association. One manager has declined to bid; the other two have submitted bids. A proposal going forward to DD/S describes the two bids received and recommends one of them. Before accepting a bid, however, we must have GSA's approval for the Agency to contract with the Recreation Association to use the space. (A letter seeking the requisite authority has been prepared and is awaiting signature of the DD/S.) Once this approval is obtained, the General Counsel will be asked to draw up the necessary contracts between CIA and the Association, and between the Association and the concessionaire.

New Office Hours For Central Processing Branch The Central Processing Branch has shifted its office hours forward a half hour to 0830-1700. The change was made so that CPB's hours would coincide with those of Central Cover and the rest of DD/P, and also because the last half hour in CPB, from 1700-1730, has heretofore been one of substantial inactivity.

Hospital Insurance Premiums To Go Up Proposed changes in CIA's Association Benefit Plan have been approved by GEHA and by the Agency and submitted to the Civil Service Commission for clearance. The proposed changes include:

- (1) higher premium rates for the contract year beginning 1 November 1964, rates which the underwriter's claims experience indicates will probably be necessary;
- (2) new benefits which can be added to our program to enhance its attractiveness to policyholders and offset, perhaps, some of the reaction to higher premiums;
- (3) provisions for an "administrative expense allowance", representing 1% of all premiums collected, to be used to pay a small portion of the Agency's costs in administering the program. This 1% allowance would raise bi-weekly premium rates 8¢ for high option family plans and 3¢ for single plans, but it would enable the insurance program to pay for at least 3 of its employees.

Air Travel Insurer Agrees To Refund Share Of Premiums An agreement has been obtained from the underwriter of our air travel insurance to refund 2% of all premiums we collect. This will amount to only a few hundred dollars a year, but it is the first such refund that has been negotiated and could set a very useful precedent.

Physical Exercise Room At Headquarters Discussions about a small "physical fitness" facility at the headquarters building which have been going on for a number of months have now reached the action stage. Suitable space has been tentatively located in the headquarters basement area. BSD has been asked to: verify the legal aspects of such a project from the General Counsel; devise ways to finance it; and draw together specific plans for the equipment to be installed in the facility.

Membership Drive For Recreation Association A proposal is being submitted to the DD/S outlining the form and content of an Agency-wide membership drive for the Recreation Association.

1964 Savings Bond Campaign "Operation Security" -- the Agency's 1964 Savings Bond Campaign -- will be conducted from 11-22 May. The opening gun in the campaign is a "kick-off" rally of keymen in the Auditorium 6 May.

#### 4. AWARDS

\$500 Suggestion Award Presented In an impressive ceremony conducted by the Director of Logistics 21 April, a GS-7 Supply Clerk received a \$500 award for a suggestion that led to annual savings of almost \$30,000 in connection with supply shipments [REDACTED].

### III SPECIAL REPORT

The Special Report is being omitted this month.